

Medical Standards Management Element (MSME) / SHPE

Ehrling Bergquist Clinic (ground floor)
Flight and Operational Medicine Clinic
2501 Capehart Rd
Offutt AFB NE 68113

Hours: M 0730-1630
T 0730-1630
W 1300-1630
TH 0730-1630
Closed 3rd Thursday for Training until 1300
F 0730-1630

Clearances:

Medical Standards completes clearances for: Commissioning, Cross Training, National Guard/Reserves, Overseas **, PCS Clearance*, Profiles (Form 422), Separations & Retirements, Special Duty, Reenlistments.

Patients are requested to email (encrypted) paperwork/request for records reviews/clearances with name, request, and any documents related to your request (i.e. retirement memorandum from virtual MPF, cross training document that includes AFSC), email:

55mdg.medstandards@offutt.af.mil.

After a medical record review, you will receive an email back with instructions and/or information about any necessary actions you need to take. Failure to include all of the above information delays completion of your paperwork.

*Members will be directed by MSME to call and schedule a face to face with their provider if PCSing to Korea

** Navy and Army overseas clearances require an appointment with the provider to fill out all of the physical paperwork PRIOR to request to MSME. This is because they need an actual physical where AF personnel only need a record review.

All emails will receive a response within 1 business day. Emailing your request provides a tracking mechanism for the member and for Medical Standards and is mandatory.

Initial Flying Class (Class III) Physicals:

Email your request to: 55amdsflyingclass@offutt.af.mil

When an IFC is requested, a medical record review is accomplished to ensure that you are medically qualified to retrain into the specified AFSC. After the record review is completed, a technician will contact you. You must complete the online medical history at <http://pepp.afms.mil/pepp/pmhe>. You will not be scheduled for an appointment until this is

complete. Appointments are scheduled through the MSME office-you will receive an email with an appointment offer.

All emails will receive a response within 1 business day. Emailing your request provides a tracking mechanism for the member and for Medical Standards and is mandatory.

469's:

Medical Standards does not create exemption profiles. Service members must contact their PCM team to have a 469 initiated for mobility, duty, and fitness limitations.

Frequently Asked Questions:

How long does it take to get a 422 for Special Duty, Retraining or Guard/Reserves? It takes 5-7 business days once we receive the email request with all attachments requested.

What do I need for retirement? You will need to send your retirement memorandum from the Virtual MPF to the medical standards organizational email. All instructions will be provided to you within 1 business day.

What do I need to do for CONUS PCS? You do not need to clear Medical Standards for a stateside PCS.

What do I need for an Overseas PCS? Please see below for Korea. For other locations, please email your request to the org box. MSME will complete a record review on the service member. Please note for those with dependents: Exceptional Family Member program review is necessary-they are located in the main clinic. MSME does not clear family members.

What do I need to PCS to Korea? You will need to send your request to the org box. You will be instructed to make an appointment with your PCM.

I'm Army/Navy and need to clear for PCS/Sea Duty/Shore Duty, what do I do? Navy and Army overseas clearances require an appointment with the provider to fill out all of the physical paperwork PRIOR to request to the MSME. Please bring the paperwork from your appointment to the MSME office.

Separations & Retirements:

All service members retiring or separating on or after 31 Dec 2014 must undergo a Separation History and Physical Examination (SHPE), to include Reserve and National Guard members who have served in active duty status a minimum of 180 days or 30 days in a contingency operation.

The purpose of the exam is to identify medical conditions requiring attention, to document current medical status, and potentially assist with the evaluation of VA disability claims. The exam includes a head to toe physical with a provider, a hearing test for all service members and will include other testing based on identified hazards and medical history.

1. Retirement/separation physical requests for ALL service members start with completion of DD Form 2807-1, Report of Medical History. A completed electronic DD Form 2807-1 should then be emailed to 55MDG.SHPE@us.af.mil (signed and encrypted).
2. The SHPE should be COMPLETED at least 30 days prior to your scheduled departure but no more than 180 days prior to your approved official separation date.
3. Service members will be scheduled with the SHPE staff for a face-to-face review of DD Form 2807-1. Upon review, if the member requires an appointment in the MTF, the MSME staff will call the appointment line, identify themselves, and request a **DoD SHPE Exam** for the service member. The member will then get on the line to schedule the appointment with their PCM/team.
4. Patients requesting a separation or retirement physical that are NOT calling from the MSME/SHPE office should be directed to step 1.
5. Once the service member's SHPE is validated as complete, MSME will sign off the virtual out-processing checklist.